



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

NOV 3 2017

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Dr. Jennifer Orme-Zavaleta
Director, National Exposure Research Laboratory
Office of Research and Development
Environmental Protection Agency
Durham, NC

Dear Dr. Orme-Zavaleta:

Senior management has approved your reassignment to the SES position of Deputy Assistant Administrator for Research and Development (Science), ES-0401-00. This position is located in the Office of Research and Development. The official duty station for this position is Durham, NC.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective November 5, 2017. If you have any questions about this conversion, please contact me at (202) 564-2653.

Sincerely,

A handwritten signature in black ink, reading "Vickie H. Tellis".

Vickie H. Tellis, Acting Director
Executive Resources Division

Attachment:
Acknowledgement of Reassignment


ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Deputy Assistant Administrator for Research and Development (Science), ES-0401-00. This position is located in the Office of Research and Development with an official duty station of Durham, NC.

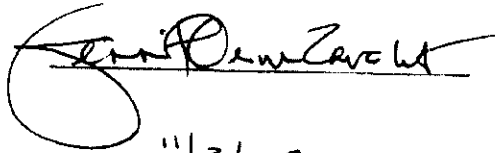
I wish to:

_____ wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:

 _____ waive the 15 calendar day notice period and have the reassignment effective November 5, 2017. (please check block)

Signature:



Date:

11/3/17

Please send a signed copy via e-mail or fax (202-564-9612) to Howard Barnett.